

CONFIDENTIAL

Executive

Assistant Director for Operations

Purchase of Unclassified Periodicals, Newspapers and Books
by Contact Branch [redacted] offices.

25X1

REFERENCE : Budget & Finance Branch Memorandum to BIP and Contact [redacted]

[redacted] Subject: Voucherized Petty Cash Procedure, Dated 20 December
1978.

25X1

1. Request approval for Contact Branch [redacted] offices to purchase un-
classified periodicals, newspapers and books out of voucherized petty cash.

25X1

2. Authorization can be effected by modifying paragraph 4 of reference
memorandum whereby the maximum amount of \$10.00 per transaction may be in-
creased to the publisher's price for purchases of unclassified periodicals,
newspapers and books necessary to effective [redacted] office operation.

25X1

3. It is the opinion of this office that the proposed procedure will
prove more efficient than the present procedure of processing such purchasing
requests through the CIA Library and Services Branch, because it will reduce
paper work, eliminate existing delay in receiving subscriptions and books and
create a direct control over the removal and/or cancellation of subscriptions.

GEORGE D. GARRY

Approved:

Budget Officer

Document No. [redacted]	002
No Charge in Glass.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Glass, Charged For: 73 / S C	
Auth.: [redacted]	
Date: 19 OCT 1978. 84 [redacted]	

25X1

Services Officer

Date

Assistant Director, CIO
Attention: CIA Library

Date

CONFIDENTIAL

RE/ccc 00/C 6 Apr 49

cc: Budget Officer
Services Officer
Ass't. Dir. OCB
OO-3
Stayback
OO/C-2

100 APR 7 AM 9 18



25X1

CONTINUOUS